COAST UNIFIED SCHOOL DISTRICT

1350 Main Street
CAMBRIA, CA 93428

(805) 927-3880
FAX (805) 927-7105

PURCHASING REQUISITION

VENDOR #:

VENDOR NAME: _____

ADDRESS: _____

_____

PHONE # _____

FAX # _____

PURCHASE ORDER #: _____

REQUESTED BY: _____

DATE OF REQUISITION _____

LOCATION: _____

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
			SUBTOTAL	
			SALES TAX (7.25%)	
			SHIPPING COST	
			TOTAL COST	

IT DIRECTOR'S APPROVAL DATE

LN	FN	RESC	Y	OBJT	GOAL	FUNC	SCH	DISC	DISC2	TOTAL
1										
2										
3										
4										

Comment:

DEPARTMENT SIGNATURE DATE

BUSINESS OFFICE DATE